

Agenda Item Form

Agenda Date: August 17

Districts Affected: ALL

Dept. Head/Contact Information: BYRON JOHNSON, 541-4308

Type of Agenda Item:

- | | | |
|----------------------------------------------------------------------|---------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input checked="" type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input type="checkbox"/> Other _____ | | |

Funding Source:

- ☐ General Fund
- ☐ Grant (duration of funds: _____ Months)
- ☐ Other Source: 60005-BOOKS & LIBRARY MATERIALS

Legal:

- ☐ Legal Review Required Attorney Assigned (please scroll down): None ☐ Approved ☐ Denied

Timeline Priority: ☐ High ☒ Medium ☐ Low # of days: _____

Why is this item necessary:

The Library has to have the most recent and up to date materials to keep the public well informed and entertained.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

This is an ongoing expense as the Library purchases book throughout the year for it Main and various Branch Libraries.

Statutory or Citizen Concerns:

The Public likes to have the most current and up to date books available for them.

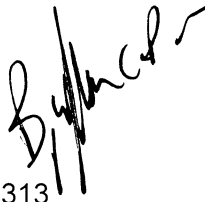
Departmental Concerns:

The Library provides and needs to have the most current books and makes purchases of needed material as the year goes by.

DATE: August 2, 2004

TO: Municipal Clerk

FROM: Byron E. Johnson, C.P.M.
Director of Purchasing x 4313



THRU: Aurora Wells
Interim Bid Clerk ext. 4038

Please place the following item on the **REGULAR** agenda for the Council Meeting of **AUGUST 17, 2004.**

Item should read as follows:

Bid No.: 2004-212 Adult & Juvenile Material (Books, Audio, VHS, CD & DVD)
Award to: Baker & Taylor, Inc.
Charlotte, NC
Item (s): #1 thru #5 (all)
Amount: \$1,000,000.00 (estimated annually)

Department: Library
Funds available: 31130563-508039-PPW0056003YR2
Funding source: 60005-Library Books & Materials
Total award: \$3,000,000.00 (estimated)
District (s): All

The El Paso Public Library and Purchasing Departments recommend award as indicated to the lowest responsive offer meeting specifications, from responsible parties.

Vendor offers the City the option to extend the term of the contract at the same unit prices for two (2) additional years if the option is exercised within two (2) years from the date of the award.

This is a Requirements Type Contract with an initial term of Thirty-Six (36) months.

Contact person: Jesus M. Juarez, Procurement Analyst at 541-4317.

AGENDA FOR: **AUGUST 17, 2004.**

PROJECT FORM

DATE: August 2, 2004

PROJECT: Adult & Juvenile Material (Books, Audio, VHS, CD & DVD)

NO:2004-212

DEPARTMENT: Library

BUDGET NO: 31130563-508039-PPW0056003YR2

FUNDING SOURCE: 60005-Library Books & Materials

REPRESENTATIVE DISTRICT(S): All

RECOMMENDATION: 1) Vendor : Baker & Taylor, Inc.
Charlotte NC
Item(s): #1 thru #5 (all)
Amount: \$ 1,000,000.00 (estimated annually)

The El Paso Public Library and Purchasing Departments recommend award as indicated to the lowest responsive offer meeting specifications, from responsible parties.

Vendor offers the City the option to extend the term of the contract at the same unit prices for two (2) additional years if the option is exercised within two (2) years from the date of the award.

This is a Requirements Type Contract with an initial term of Thirty Six (36) months.

BIDS SOLICITED- 11 (02 local)
BIDS RECEIVED- 05
"NO BID" RECEIVED 02

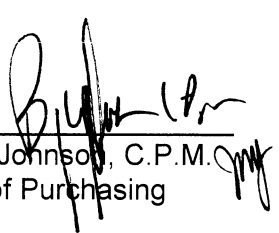
CURRENT TAXED PAID-
OUT-OF-TOWN- xx

TOTAL RECOMMENDED AWARD: \$ 3,000,000.00 (estimated)

COUNCIL APPROVED ☐ REJECTED ☐ MUNICIPAL CLERK _____

APPROVED:

COUNCIL MEETING DATE: August 17, 2004


Byron E. Johnson, C.P.M.
Director of Purchasing

Memo

TO: GRACE SANCHEZ

DATE: JULY 7, 2004

ALL RECOMMENDATIONS MUST BE E-MAILED BACK IN A WORD FORMAT ATTACHEMENT , PLEASE FILL IN INFORMATION AND E-MAIL BACK TO ME AS AN ATTACHEMENT.

The award recommendation cannot be presented to City Council until a requisition has been posted in PEOPLESOFT.

We have been reminded by the City Attorney's Office, that no one from the ordering Department, or from Purchasing should discuss the award recommendation with any party, including the potential contractor, except other City employees involved in the project, until after the actual award recommendation has been placed on the published City Council Agenda. All questions concerning the award should be referred to the Purchasing Department.

BID #2004-212 **ADULT & JUVENILE MATERIALS**

Please provide the following information with your recommendation:

<u>POSTED Requisition Number:</u>	<u>2004008291</u>
Recommended bidder(s):	<u>Baker & Taylor Inc</u>
Recommended Item(s):	<u>all</u>
<u>Department ID:</u>	<u>31130563</u>
<u>Account No:</u>	<u>508039</u>
If applicable, Project Code:	<u>PPW0056003YR2</u>
<u>Funding Source:</u>	<u>60005</u>
If applicable, Fiscal Year:	<u></u>
<u>Estimated annual expenditure:</u>	<u>\$ 1,000,000.00</u>
<u>Or Total award amount</u>	<u>\$</u>
District(s):	<u>all</u>

Authorizing Signature [Signature] Date 7-21-04

DEPARTMENT RECOMMENDATIONS

FROM:

DEPARTMENT:

BID #2004- 212 BID TITLE- ADULT & JUVENILE MATERIALS
SERVICE

BID ITEM(S) # : All

DESCRIPTION : Trade Books, Non-Trade Books, & Specific Charges

VENDOR SELECTED: Baker & Taylor Inc BID AMOUNT: \$

JUSTIFICATION FOR RECOMMENDATIONS:

See attached memo

IF SELECTING HIGHER BID ITEM(S)
JUSTIFICATION FOR REQUESTING HIGHER BID ITEM(S)

BID ITEM(S) # :

DESCRIPTION :

VENDOR W/ LOW BID: BID AMOUNT: \$

VENDOR SELECTED: BID AMOUNT: \$

JUSTIFICATION FOR HIGHER BID SELECTION:

ADDITIONAL COMMENTS

If you have any questions in this matter please contact me at 541-4317

Thank you.

Jesus M. Juarez—Procurement Analyst



EL PASO PUBLIC LIBRARY

MEMORANDUM

TO: Byron Johnson, Director of Purchasing

FROM: Carol A. Brey-Casiano, Director of Libraries

SUBJECT: Bid #2004-212

DATE: July 21, 2004

Baker and Taylor Inc.

The Library recommends that Baker and Taylor Inc be awarded the bid for this contract. Overall Baker & Taylor had the strongest proposal. They are able to provide all the services we need as part of this contract. They are the incumbent for this contract and have proven that they are able and willing to work with us to provide for the smooth functioning of our relationship.

While their discount for Trade Adult and Juvenile Books is 0.5% less than Brodart Company, I believe that this is more than offset by the firm discount they offer on Spoken Audio, Video, and DVDs as opposed to the range discount offered by Brodart. Baker and Taylor offer a better discount on Non-Trade Adult and Juvenile Books. Baker and Taylor also offer better or equal pricing for all other services under Item #3.

Brodart Company

While the Brodart Company's bid is slightly lower (0.5%) for trade materials (Adult and Juvenile Books), their lack of a firm discount for Spoken Audio, Video, and DVD off set this. In addition Baker and Taylor offers a larger discount for Non-Trade Adult and Juvenile Books. Under Item #3 (Specific Charges), Brodart prices are higher than those offered by Baker and Taylor.

Distribution Video and Audio Inc.

This bid is not responsive, as they do not provide access to trade books, spoken audio, nor non-trade books.

Harcourt Achieve

This bid is not responsive, as they do not provide spoken audio, video, DVD, or non-trade books.

Ingram Library Services

Ingram's bid was responsive, but they are not able to meet the discounts offered by Baker and Taylor or Brodart. Also, under Item #3 (Specific Charges), they are higher priced than Baker and Taylor or Brodart in most areas.

Thank you for your assistance with this bid. If you need additional information please feel free to contact me, or John Sandstrom at 543-5476.

CITY OF EL PASO BID TABULATION

BID ITEM: ADULT & JUVENILE MATERIALS (BOOKS, AUDIO, VHS, CD & DVD) BID DATE: JUNE 30, 2004			BID # 2004-212 DEPARTMENT: LIBRARY		
		BAKER & TAYLOR, INC. CHARLOTTE, NC	BRODART CO., BY NUBRO INC., GENERAL PARTNER WILLIAMSPORT, PA	DISTRIBUTION VIDEO AND AUDIO, INC. PALM HARBOR, FL	HARCOURT ACHIEVE AUSTIN, TX
ITEM	DESCRIPTION	% DISCOUNT OFF LIST PRICE	% DISCOUNT OFF LIST PRICE	% DISCOUNT OFF LIST PRICE	% DISCOUNT OFF LIST PRICE
1.	TRADE ADULT AND JUVENILE BOOKS*	(CATEGORIES I, II) 46.8%	47.3%	NA	0%
	SPOKE AUDIO	(CATEGORY XI) 46.0%	0-40%	NA	N/A
	VIDEO	31.5%	0-40%	30.5%	N/A
	DVD	25.4%	0-40%	26%	N/A
	MUSIC CDS	26.0%			
2.	NON-TRADE ADULT & JUVENILE BOOKS*	(CATEGORIES III-IV, VI-X) 22.8%	15%	NA	N/A
3.	SPECIFIC CHARGES				
	A. LAMINATED PAPER BOOKS (COVER-UPS)	(KAPCO) \$1.85/UNIT	\$2.00 PER BOOK	NA	N/A
	(COVER RETAINED)	(VINABIND) \$3.99/UNIT	\$4.00 PER BOOK	NA	N/A
	B. PHYSICAL PROCESSING**				
	SUPPLIES TO BE SUPPLIED BY VENDOR:	(BOOK MATERIALS)			
	1. SECURITY TARGET ONLY (PER ITEM)	\$0.39/UNIT	\$0.45	\$0.20	N/A
	2. MYLAR BOOK JACKET TAPED IN PLACE (PER ITEM)	\$0.55/UNIT	\$0.55	NA	N/A

APPROVED BY:

Jesus M. Juarez

DATE: 7/7/04

2004- 212 ADULT JUVENILE MATERIALS
(BOOKS, AUDIO, VHS, CD DVD) - LIBRARY DEPARTMENT

CITY OF EL PASO BID TABULATION

BID ITEM: ADULT & JUVENILE MATERIALS (BOOKS, AUDIO, VHS, CD & DVD) BID DATE: JUNE 30, 2004			BID # 2004-212 DEPARTMENT: LIBRARY		
		BAKER & TAYLOR, INC. CHARLOTTE, NC	BRODART CO., BY NUBRO INC., GENERAL PARTNER WILLIAMSPORT, PA	DISTRIBUTION VIDEO AND AUDIO, INC. PALM HARBOR, FL	HARCOURT ACHIEVE AUSTIN, TX
ITEM	DESCRIPTION	% DISCOUNT OFF LIST PRICE	% DISCOUNT OFF LIST PRICE	% DISCOUNT OFF LIST PRICE	% DISCOUNT OFF LIST PRICE
4.	SHIPMENT				
	A. AVERAGE FILL RATE FOR FIRST SHIPMENT OF EACH ORDER	88-94%	80%	75%	N/A
	B. AVERAGE FILL RATE FOR SECOND SHIPMENT	96-98%	90%	22%	N/A
	C. NINETY DAY BACK ORDERS AS PERCENTAGE OF TOTAL ORDERS ORDERS	5% OR LESS	99%	2%	N/A
	D. FIRST SHIPMENT WILL BE MADE _____ CALENDAR DAYS AFTER HAS RECEIVED ORDER IF NO PROCESSING REQUIRED.	1 CALENDAR DAY	1 CALENDAR DAY	7 CALENDAR DAYS	21 CALENDAR DAYS
	E. FIRST SHIPMENT WILL BE MADE _____ CALENDAR DAYS AFTER HAS RECEIVED ORDER IF FULL PROCESSING REQUIRED.	3-5 CALENDAR DAYS	1-2 CALENDAR DAYS	7 CALENDAR DAYS	N/A

APPROVED BY: Jesus M. Juarez
 DATE: 7/7/04

CITY OF EL PASO BID TABULATION

BID ITEM: ADULT & JUVENILE MATERIALS (BOOKS, AUDIO, VHS, CD & DVD) BID DATE: JUNE 30, 2004		BID # 2004-212 DEPARTMENT: LIBRARY		
	BAKER & TAYLOR, INC. CHARLOTTE, NC	BRODART CO., BY NUBRO INC., GENERAL PARTNER WILLIAMSPORT, PA	DISTRIBUTION VIDEO AND AUDIO, INC. PALM HARBOR, FL	HARCOURT ACHIEVE AUSTIN, TX
THE CITY AT ITS SOLE DISCRETION, MAY EXERCISE ANY OPTION TO EXTEND THE TERM OF THE AGREEMENT, BY GIVING THE CONTRACTOR WRITTEN NOTICE WITHIN THE TIME PERIOD NOTED ON THE SELECTED OPTIONS. BIDDER OFFERS THE CITY THE OPTION OF EXTENDING THE TERM OF THE CONTRACTOR FOR: ONE ADDITIONAL YEAR AT THE SAME UNIT PRICES, IF THE OPTION IS EXERCISED WITHIN: TWO ADDITIONAL YEARS AT THE SAME UNIT PRICES, IF THE OPTION IS EXERCISED WITHIN: A. ONE YEAR FROM DATE OF AWARD OF THE CONTRACT. B. TWO YEARS FROM DATE OF AWARD OF THE CONTRACT. C. NO OPTION OFFERED.	<div><input type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> <div><input type="checkbox"/></div>	<div><input type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> <div><input type="checkbox"/></div>	<div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> <div><input type="checkbox"/></div>	<div><input checked="" type="checkbox"/></div> <div><input type="checkbox"/></div> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> <div><input type="checkbox"/></div>
PAYMENT TERMS:	NET - 30 DAYS FROM DATE OF INVOICE	NET - 30 DAYS	NET - 30 DAYS	NET - 30 DAYS
BIDS SOLICITED:		BIDS RECEIVED:	BIDS LOCAL:	NO BID:

APPROVED BY: Jesus M. Juarez
 DATE: 7/7/04

CITY OF EL PASO BID TABULATION

BID ITEM: ADULT & JUVENILE MATERIALS (BOOKS, AUDIO, VHS, CD & DVD) BID DATE: JUNE 30, 2004			BID # 2004-212 DEPARTMENT: LIBRARY		
		INGRAM LIBRARY SERVICES, INC. LA VERGNE, TN			
ITEM	DESCRIPTION	% DISCOUNT OFF LIST PRICE	% DISCOUNT OFF LIST PRICE	% DISCOUNT OFF LIST PRICE	% DISCOUNT OFF LIST PRICE
1.	TRADE ADULT AND JUVENILE BOOKS*	44.5%			
	SPOKE AUDIO	0-45%			
	VIDEO	25.0%			
	DVD	25.0%			
		PAPERBACKS 38.5%			
2.	NON-TRADE ADULT & JUVENILE BOOKS*	6.5%			
3.	SPECIFIC CHARGES				
	A. LAMINATED PAPER BOOKS	(KAPCO)			
	(COVER-UPS)	\$1.99			
	(COVER RETAINED)	(HECKMAN)			
		\$4.60			
	B. PHYSICAL PROCESSING**				
	SUPPLIES TO BE SUPPLIED BY VENDOR:				
	1. SECURITY TARGET ONLY	\$0.35			
	(PER ITEM)				
	2. MYLAR BOOK JACKET TAPED				
	IN PLACE (PER ITEM)	\$0.63			

APPROVED BY:

Jesus M. Juarez

DATE: 7/7/04

2004- 212 ADULT JUVENILE MATERIALS
(BOOKS, AUDIO, VHS, CD DVD) - LIBRARY DEPARTMENT

CITY OF EL PASO BID TABULATION

BID ITEM: ADULT & JUVENILE MATERIALS (BOOKS, AUDIO, VHS, CD & DVD) BID DATE: JUNE 30, 2004				BID # 2004-212 DEPARTMENT: LIBRARY	
		INGRAM LIBRARY SERVICES, INC. LA VERGNE, TN			
ITEM	DESCRIPTION	% DISCOUNT OFF LIST PRICE	% DISCOUNT OFF LIST PRICE	% DISCOUNT OFF LIST PRICE	% DISCOUNT OFF LIST PRICE
4.	SHIPMENT				
	A. AVERAGE FILL RATE FOR FIRST SHIPMENT OF EACH ORDER	80-90%			
	B. AVERAGE FILL RATE FOR SECOND SHIPMENT	90-100%			
	C. NINETY DAY BACK ORDERS AS PERCENTAGE OF TOTAL ORDERS ORDERS	10%			
	D. FIRST SHIPMENT WILL BE MADE _____ CALENDAR DAYS AFTER HAS RECEIVED ORDER IF NO PROCESSING REQUIRED.	1-2 CALENDAR DAYS			
	E. FIRST SHIPMENT WILL BE MADE _____ CALENDAR DAYS AFTER HAS RECEIVED ORDER IF FULL PROCESSING REQUIRED.	3-10 CALENDAR DAYS			

APPROVED BY:

Jesus M. Juarez

DATE: 7/7/04

2004- 212 ADULT JUVENILE MATERIALS
(BOOKS, AUDIO, VHS, CD DVD) - LIBRARY DEPARTMENT

CITY OF EL PASO BID TABULATION

BID ITEM: ADULT & JUVENILE MATERIALS (BOOKS, AUDIO, VHS, CD & DVD)		BID # 2004-212	
BID DATE: JUNE 30, 2004		DEPARTMENT: LIBRARY	
	INGRAM LIBRARY SERVICES, INC. LA VERGNE, TN		
<p>THE CITY AT ITS SOLE DISCRETION, MAY EXERCISE ANY OPTION TO EXTEND THE TERM OF THE AGREEMENT, BY GIVING THE CONTRACTOR WRITTEN NOTICE WITHIN THE TIME PERIOD NOTED ON THE SELECTED OPTIONS.</p> <p>BIDDER OFFERS THE CITY THE OPTION OF EXTENDING THE TERM OF THE CONTRACTOR FOR:</p> <p>ONE ADDITIONAL YEAR AT THE SAME UNIT PRICES, IF THE OPTION IS EXERCISED WITHIN:</p> <p>TWO ADDITIONAL YEARS AT THE SAME UNIT PRICES, IF THE OPTION IS EXERCISED WITHIN:</p> <p>A. ONE YEAR FROM DATE OF AWARD OF THE CONTRACT.</p> <p>B. TWO YEARS FROM DATE OF AWARD OF THE CONTRACT.</p> <p>C. NO OPTION OFFERED.</p>	<div><input type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div>YES <input type="checkbox"/> NO <input type="checkbox"/></div> <div>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></div> <div><input type="checkbox"/></div>	<div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div>YES <input type="checkbox"/> NO <input type="checkbox"/></div> <div>YES <input type="checkbox"/> NO <input type="checkbox"/></div> <div><input type="checkbox"/></div>	<div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div>YES <input type="checkbox"/> NO <input type="checkbox"/></div> <div>YES <input type="checkbox"/> NO <input type="checkbox"/></div> <div><input type="checkbox"/></div>
PAYMENT TERMS:	1% - 10 DAYS NET - 30 DAYS		
BIDS SOLICITED: 11		BIDS RECEIVED: 5	
		BIDS LOCAL: 2	
		NO BID: 2	

APPROVED BY: *Jesus M. Peary*

DATE: 7/7/04

BAKER & TAYLOR, INC.
ATTN: MS. TRISH BAILY
2709 WATER RIDGE PARKWAY
CHARLOTTE, NC 28217

INGRAM BOOK COMPANY
ATTN: MS. JANICE SMITH
1 INGRAM BLVD, POB 3006
LA VERGNE, TN 37086

BRODART BOOK COMPANY
ATTN: BID DEPARTMENT
100 ARCH STREET
WILLIAMSPORT, PA 17705

ASSOCIATED LIBRARIES
ATTN: MS. DONNA STECK
229 N. 63d STREET
PHILADELPHIA, PA 19139

ASS. LIBRARIES PREBOUND CHILDREN'S BOOKS
ATTN.: BOB CARINE
N. AMERICAN TECH. CENTER SUITE 138
50 CARDINAL LANE
WARMINSTER, PA 18974

Dist. Video & Audio

727-441-3069 send my addendums

BID INFORMATION SERVICE
(ALL BIDS ARE ADVERTISED)

BID NET PROCESSING CENTER
PO BOX 5600
ALBANY, NY 12205

GREATER EL PASO CHAMBER OF COMMERCE
ONE CIVIC CENTER PLAZA
EL PASO, TX. 79901

EL PASO HISPANIC CHAMBER OF COMMERCE
2829 MONTANA AVE, B-100
EL PASO, TX 79903

EL PASO TIMES NEWSPAPER
CLASSIFIED / LEGAL SECTION
PO BOX 20
EL PASO, TX 79999

CONTRACT OPPORTUNITY CENTER
4791 N. MESA
EL PASO, TX 79902

SAM'S CLUB
7970 NORTH MESA
EL PASO ,TX 79932

SUBCONTRACTORS ASSOCIATION
PO BOX 3612
EL PASO, TX 79923

COMMERCE BUSINESS WEEKLY
2626 NORTHEAST # 103
EL PASO, TX 79902

BLACK CHAMBER OF COMMERCE
ONE CIVIC CENTER PLAZA
EL PASO, TX 79901